



Office use only

Rental #

Seattle Parks & Recreation Facility Rental Application

- We will need a completed application and a signed Attachment I: General Terms & Conditions before processing any reservations
- Anything not applicable please put "N/A"
- The \$25 processing fee and damage deposit is due upon receiving your email confirmation. 5 business days will be allotted to submit payment
- Required paper work and rental balance are due 90 days prior to Scheduled event. Reservations are subject to cancelation if payment and paperwork are not received by the 90 day deadline
- Any revisions to this application must be received in writing and approved by the Event Scheduling Office at least 90 days prior to the scheduled event

Return To: Seattle Parks & Recreation
Indoor Facility Rentals
7201 E Green Lake Drive N. Seattle, WA 98115

Phone: 206-684-7254
Fax: 206-684-4853

Or at: parksspecialamenitysites@seattle.gov

This application must be completed, signed and received by the Indoor Facility Rental office before availability can be confirmed or prices quoted.

EVENT INFORMATION	EVENT NAME:				
Event Type:	<input type="checkbox"/> Wedding <input type="checkbox"/> Party <input type="checkbox"/> Meeting	<input type="checkbox"/> Fundraiser <input type="checkbox"/> Other: _____			
Facility Requested:	<input type="checkbox"/> Alki Beach Bathhouse <ul style="list-style-type: none">○ Painting Room○ Painting Room with Patio <input type="checkbox"/> Dakota Place <ul style="list-style-type: none">○ Patio (with equipment)		<input type="checkbox"/> Cal Anderson Shelter House <input type="checkbox"/> Golden Gardens Bathhouse <input type="checkbox"/> Mt. Baker Rowing & Sailing Center <ul style="list-style-type: none">○ Small Meeting Room <input type="checkbox"/> Pritchard Beach Bathhouse <input type="checkbox"/> Ward Springs Pump House		
Event Date(s):	Start Day/Date:	End Day/Date:	Hours: Open until closing each day:	Starts:	Ends:
Expected Attendance:					
Do wish to reserve an outdoor area for a ceremony? <input type="radio"/> Yes <input type="radio"/> No	If so, what time (2 hour minimum):		Starts:	Ends:	

APPLICANT INFORMATION	Family/Organization Name:				
Mailing Address		City	State	Zip	
Primary Contact: (Name/Title)			Secondary Contact: (Name/Title)		
Ph:	Cell:	Ph:	Cell:		
Fax:	Email:	Fax:	Email:		

FEES & PROCEEDS	Admission Fee?	Amount?	Will you have vendors selling goods or services onsite?
	<input type="radio"/> Yes <input type="radio"/> No	\$ _____	<input type="radio"/> Yes <input type="radio"/> No
Items to be sold:			
10% of all sales of food, beverages (including alcohol), admissions, souvenirs and services on Parks property is part of the rental contract/rental fee and must be tracked accurately and remitted to Seattle Parks and Recreation within 10 days following your event.			
ALCOHOL & CATERING		The sale and consumption of alcoholic beverages is subject to additional laws, permits, regulations and potentially higher insurance limits may be required. Additional permits may be required to serve or sell alcohol at your event. Please describe below any planned alcohol sales, serving or consumption at this event. All servers that are mixing, serving or selling alcoholic beverages must be MAST trained and possess a valid Washington State Liquor Control Board Class 12 mixologist license. They must also be insured and provide insurance prior to event.	
Will alcohol be sold or consumed:	Consumed? <input type="radio"/> Yes <input type="radio"/> No	Sold? <input type="radio"/> Yes <input type="radio"/> No	Name of the organization that holds the WSLCB Special Occasions License for the sale of alcohol:
Will minors be allowed into this event? <input type="radio"/> Yes <input type="radio"/> No		What is your plan for checking for identification for legal age of alcohol consumers?	
If applicable, describe intended or requested sale and/or consumption of alcoholic beverages at your event:			
Will your event be catered:	<input type="radio"/> Yes <input type="radio"/> No	By who?	
STAFF & SECURITY	Staff and Security may be required for special events at any of our Seattle Parks facilities including (but not limited to) concerts, dances, athletic events, parties, all events with alcohol or events with minors in attendance. Licensed and bonded security may be required for events that meet the above criteria. The Seattle Parks Event Management Office determines if and how the required number of security they deem is appropriate per event. In addition, Parks Department may require the event organizer to hire additional off-duty Seattle Police officers to provide interior and exterior security at the organizers expense.		
FIRE DEPT	Fire permits may be required for tents/canopies, candles, open flame cooking, generators, propane tanks and other items. The cost of those permits is not included in the building rental fees. The event organizer must make contact with the Seattle Fire Department and provide information and building layout at least 90 days prior to the event. The Parks Department will not refund any fees as the result of a cancellation due to an event being unable to secure the appropriate permits.		
AMPLIFIED SOUND/MUSIC AND A/V EQUIPMENT	Amplified sound is only allowed inside rental facilities. No amplified sound is allowed outside any rental facilities or in the park adjacent to the facility.		
Users planning to use the A/V systems in either the Dakota Place or Mt. Baker Rowing & Sailing Center for slide shows and/or computer presentations MUST test their computers on our system prior to the day of the rental to ensure proper operation. <u>If you will be using a Mac laptop, you will need to obtain an adapter that will allow the computer to connect to a VGA or HDMI cable.</u> The specific type of adapter depends on the type and age of your Mac computer. If you are unsure about which adapter to use, take your Mac to an Apple store or another Apple retailer to obtain the correct adapter.			

INSURANCE	Insurance is required for all events serving or selling alcohol. The Event Scheduling office also reserves the right to require insurance when they deem necessary. Evidence of insurance must be provided to the Event Scheduling office no later than ninety (90) days prior to the commencement of the event. An Event Permit will not be issued until all insurance requirements have been received, verified and approved.	
Contact your insurance agent to provide the insurance documents according to the Special Event Insurance Transmittal Sheet. Or, consider obtaining special short term event insurance. Listed below are some possible resources that may be able to assist you.		
The Event Helper Email: www.TheEventHelper.com Telephone: (775)573-8368	Insure Events Website: www.insurevents.com Telephone: (310) 216-9152 <hr/> Sprague Israel Giles Email: cstroh@siginsures.com Telephone: (206) 957-7040	Gales Creek, Portland Oregon Website: www.galescreek.com/ Telephone: (503) 227-0491
If you have questions about the insurance requirements, please contact: Keith Ayling, Risk Management Analyst, at 206-386-4531 or by email: keith.ayling@seattle.gov		

I certify that the information that we have provided on this application is true and accurate to the best of my knowledge. If our plans change, we will submit a revised application accordingly.

Primary Contact Signature	Primary Contact Printed Name
Title	Date

Seattle Parks Facility – General Terms and Conditions

ATTACHMENT I -- GENERAL TERMS AND CONDITIONS

- 1) **Retain Permit:** User must retain a copy of this permit on the premises throughout the scheduled event.
- 2) **Laws and Rules:** Renter shall not allow any lewd or illegal conduct on the premises. The User shall comply with all state laws, City ordinances, regulations of the Superintendent of Parks and Recreation applicable to activities in City parks, and any lawful order of a Departmental representative made to prevent injury or damage. No lewd conduct or gambling devices are permitted on the premises.
- 3) **Liquor:** No liquor shall be allowed in or about the assigned premises without prior approval, banquet permit, Class 12 Mixologist permit, and appropriate proof of insurance submitted to the Seattle Parks Scheduling office. Parks Event Scheduling deems the right to require additional permits and requirements at the cost of the renter. When permitted, liquor is allowed inside the facility only. It is against the law for liquor to be consumed in unauthorized outdoor park areas. All catering employees or volunteers that pour, serve, distribute or sell alcohol must have on their person a Washington State Liquor Control Board Class 12 Mixologist Permit. No exceptions will be made to this. Parks Dept. staff has the right to request to see and examine these permits at any time.
- 4) **Rental Hours:** Rental time must be pre-scheduled and begins at the start of setup and ends when the last person related to the event leaves the building. *Events that go beyond the scheduled time will be subject to time-and-a-half costs for room and staff charges.*
- 5) **No Smoking Indoors:** There will be no smoking allowed inside facilities. Effective July 6, 2015, smoking is prohibited in all publically accessible areas in Seattle Parks (Parks Code of Conduct P 060 7.21.00 section 3.2.10). The use of electronic cigarettes is not allowed inside facilities or within 25 feet of doorways and windows, but may be used outdoors. The smoking of marijuana in city parks is prohibited under state law (RCW 70.160.050).
- 6) **Condition of Premises:** The User accepts the premises upon entry into possession. The User may inspect the premises at an earlier, mutually convenient time. Upon expiration or termination of the Permit or an earlier revocation, the User shall promptly return the premises in as good condition as received, reasonable wear & tear excepted, in a clean appearance, ready for use by another.
- 7) **Set Up/Take Down:** Renters are responsible for set-up and take down of the event and for cleanup of the event.
 - A) No tape, including duct tape or masking tape, may be applied to any surface in the building except tape specifically defined as painter's tape. Painter's tape is blue.
 - B) The person(s) responsible for clean-up must accompany the facility supervisor on a walk-through of the facility, *when take down is nearly completed but clean-up crew is still available*, to ensure that clean-up is complete and to identify any damage that might have occurred. Failure to satisfy this obligation may result in forfeiture of part or all of the renter's damage deposit.
 - C) All rented equipment that the renter may bring in for the event must be removed from the premises at the end of the specified time on the rental agreement.
- 8) **Approval Required:** The following activities are NOT ALLOWED without advanced written approval of the Parks Department: the sale of food, beverages, goods or merchandise; charging admission or fees for services. Any advanced writing approval will be included in the Contract or Attachment II of this Permit/Contract
- 9) **Changes to contract:** Should any changes occur prior to your requested use of the facility, notify staff at the facility immediately so that changes can be made to your rental agreement. Changes may increase or reduce fee amounts, prior to actual use of the facility. Changes must be made 4 weeks in advance of scheduled use.
- 10) **Fees and Charges:** Fees and charges are detailed in the Permit/Contract and are *not* refundable. Full payment of all fees and charges (except the 10% of gross receipts, if applicable) are due 90 days prior to the first day of the scheduled event.

Please Sign Initials_____

- 11) **Damage/Holding Deposit:** A holding deposit shall be required to reserve the space, \$500 for events with alcohol, \$250 for events without alcohol. Deposits will be refunded after the event, less the costs of any repairs due to damages to the facility, extra rental time or rooms accrued during the event, or unpaid balances owed by the renter to the Parks Department. Damage deposits may be held by the department until the renter has paid agreed upon portions of sales, admissions or catering charges (as specified in Attachment II).
- The final rental balance and all required paper work are due 90 days prior to the scheduled event. Failure to pay the rental balance and submit the required paperwork accordingly will result in cancelation of this reservation. In addition, Seattle Parks and Recreation shall retain the entire damage/holding deposit.
- 12) **Cancellation Policy:** If at any time up to 181 days prior to the scheduled event the renter decides to cancel their rental, Seattle Parks and Recreation shall retain \$75 (\$25 processing fee + \$50 cancelation fee) from the damage deposit. If the renter should cancel their rental between 180 days and 91 days prior to the scheduled date, \$275 (\$25 processing fee + \$250 cancelation fee) of the deposit shall be retained. If the renter cancels with 90 or fewer days' notice the \$25 processing fee and all rental fees will be retained. To officially cancel a reservation, the primary contact on the rental application is required to submit a letter or email notice of the cancelation. Cancelation is only confirmed upon receiving this notice. _____ (Please Sign Initials For Cancellation Policy)
- 13) **Cancellation/ Relocation by the Parks Department:** The Seattle Parks Department may, without liability, upon giving as much advance notice to the User as practical, cancel or terminate this Permit or relocate a scheduled use to a nearby available location if the premises are closed for repairs, necessary utilities or services cannot be supplied or a supervening order of a governmental officer or agency makes it necessary.
- 14) **Responsibility:** The User assumes responsibility for all activities conducted on the premises, including but not limited to supervision and control to prevent injury or damage; maintenance of the premises during the use; picking up bottles, debris and refuse; and providing security to maintain order. The Department disclaims any liability from, and the User agrees not to hold the Department liable for, any occurrences arising from the event as described in this permit.
- 15) **Revocation:** The Department may revoke a permit and/or stop a use in progress if the User fails to comply with any State laws, City ordinances, including Seattle Municipal Code 25.08.520 regarding noise in public places, rules and regulations of the Superintendent of Parks and Recreation, and the terms of this permit. The Department may also revoke a permit and/or stop a use in progress if the User fails to secure a necessary permit, disregards a lawful order of an authorized representative of the Department, or engages in activity that may cause injury to the public or damage to the premises.
- 16) **No Assignment:** This permit and the permission granted may not be assigned, nor the premises sublet, without the prior written consent of the Department.
- 17) **Motorized Vehicles:** All motor vehicles must remain in public parking spaces and are not authorized in any other portions of the park. All unloading and loading of equipment must be done from public parking spaces only. Parking is first come first serve, **Parking Cannot Be Reserved.**
- 18) **Post No Signs:** Signs are not allowed to be taped, hung, stapled, or nailed to any tree, sign post or exterior of a building without written permission.

Please Sign Initials _____

19) **Indemnity:** The User shall indemnify and hold the City harmless from any and all claims, actions, losses and damages to person or property (including but not limited to attorney's fees and expenses) suffered as a consequence of or arising or resulting, directly or indirectly, from any act or omission of the User on or about the premises.

In the event that any lawsuit based upon any such claim, action, loss, damage or cost is brought against the City, the User, after being notified that such lawsuit has been started, shall defend such lawsuit at no expense to the City; and if, in such lawsuit, a final judgment is rendered against the City, or against the City and the User, jointly, the User shall promptly satisfy such judgment.

The User's liability under the indemnification agreement shall not be reduced by any City negligence; provided, that nothing shall require the User to indemnify the City against the sole negligence of any City officer, employee or agent acting within the scope of such person's employment.

20) **Insurance:** The User shall be required, at its sole cost and to secure and maintain continuously a policy or policies of insurance during the term of the Contract, known as: per accident; **Commercial General Liability (CG 00 01)/Comprehensive Personal Liability (HO3) as applicable to User**, and written on an insurance industry standard occurrence form as referenced, or equivalent, including premises/operations; products/completed operations; personal/advertising injury; contractual liability; and independent contractors liability, Liquor Liability/Host Liquor Liability (if applicable).

The policy(ies) minimum limits of liability for bodily injury and property damage shall be \$1,000,000 each occurrence and \$1,000,000 general, products/completed operations aggregate; If any vehicle is used in the conduct of the User's business, a policy **Automobile Liability (Business/Personal)** - written on an insurance industry standard form (ISO form CA 00 01) or equivalent, to include coverage for owned, non-owned, leased or hired vehicles. The minimum limits of liability for Bodily injury and property damage shall be \$1,000,000; The insurance as provided under items (1) and (2) above shall be endorsed to include The City of Seattle, its officers, elected officials, employees, agents and volunteers as an Additional Insured on ISO form CG2026 (or equivalent), and shall not be reduced or cancelled without forty-five (45) days prior written notice to the City; The User's insurance shall be primary as respects the City, and any other insurance maintained by the City shall be excess and non-contributing with the User's insurance; Evidence of Insurance - Property Use will not be permitted until the Department receives a certificate of insurance and the appropriate additional insured endorsement(s) in connection with the described work.

Subcontractors - User shall include all subcontractors performing any work included under this contract as an insured under its policies **or shall furnish** separate evidence of insurance as stated above for each subcontractor. All coverage for subcontractors shall be subject to all the requirements stated herein and applicable to their profession.

I, as a renter, have read and understood this agreement and have accepted responsibility for the terms listed. I accept responsibility for any damages to equipment or to the facility that occur in association with my use of the facility. I understand that any Facility Supervisor has the right to close the facility during a rental if he or she determines a situation to be unsafe.

Renter
Signature: _____ **Date:** _____

Print Name: _____